

ACTIONS FROM THE JUNE 10, 2013 PROCUREMENT ACTIONS REVIEW AND APPROVAL COMMITTEE MEETING

Committee Members: Gus Pego (Present), Harold Desdunes (Present), Debora Rivera (Present)  
Legal Review Advisor: Alicia Trujillo (Absent)

Meeting Date	Item	Proposed Action	Committee's Decision	Comments	Project Manager
6/10/2013	14606	Final Selection	Approved	Consultant Selections Committee. Transportation statistics support #2. The Technical Review Committee (TRC) ranked the three shortlisted firms by interviews. The committee selected Parsons Brinckerhoff, Inc.	Neil Lyn
6/10/2013	14623	Final Selection	Approved	Consultant Selections Committee. State Road (S.R.) 826/Palmetto Expressway from S.R. 968/W Flagler Street to NW 154 Street and S.R. 93/I-75 from S.R. 826 to NW 170 Street, S.R. 93/I-75 at S.R. 826 ramps and S.R. 826 from S.R. 93/I-75 to NW 154 Street, construction engineering inspection (CEI). The district received three letters of response from this advertisement. The TRC ranked the responding firms by expanded letters of response. The committee selected New Millennium Engineering, Inc.	Andres Berisiartu
6/10/2013	14611	Shortlist Selection	Approved	Consultant Selections Committee. Traffic engineering support services consultant. This contract will cover advanced maintenance of traffic (MOT) work. The district received 10 letters of response from this advertisement. The TRC will rank the shortlisted firms by abbreviated technical proposals. Debora Rivera recused herself from this item; Mark Croft substituted for her on the committee. The committee shortlisted three firms: Advanced Transportation Engineering Consultants, Inc. (ATEC); HBC Engineering Company, Inc. and Metric Engineering, Inc.	Evelin Legcevic

6/10/2013	Consultant Selections Committee Procedures			<p>Technical Review Committees may include people from other areas who do not have relevant technical expertise. On request the directors can appoint a technical advisor for such TRC members. At the page turner meeting, the project manager (PM) should review the scope of services with all the TRC members and communicate the intent of the scope to them. The PM should try to explain what the expectations are for the various rating categories (such as awareness, approach and staffing) so everyone on the TRC will know for what to look and can interpret things in the same way. Review the scoring criteria. What would be an ideal response from the firm? There is a subjective element in scoring. The comments in the TRC members' memos should show the reasons for large point differences in scores from one TRC member to another. When the TRC members write their memos to explain how they scored the various firms, the comments should 'line up with' those scores. Encourage candor in scoring because only candid scores are useful to everyone involved, including the Consultant Selections Committee and the consultants. Document the reasons for the scores given by indicating what the firms did right and what needs to be improved. The department will have a fair and transparent selection process.</p>	
6/10/2013	E-6H39	Award Contract	Approved	<p>Procurement Awards Committee. Bridge painting improvements for bridge number 879004 along S.R. 826/Palmetto Expressway at NW 29 Avenue. There were six bids, all found responsive. Project budget amount \$289,928.00; contractor's bid \$252,723.75. The contract has a term of 50 calendar days. The committee awarded the contract to the lowest responsive bidder (Razorback, LLC) at the bid amount until the awarded contractor acquires a performance bond.</p>	Luis Amigo

6/10/2013	E-6154	Award Contract	Approved	Procurement Awards Committee. Mowing and litter removal on various sections of S.R. 997/Krome Avenue and S.R. 9336/Ingraham Highway in Miami-Dade County. This contract has renewal options. There were five bids, all found responsive. Project budget amount \$70,454.00; contractor's bid \$64,442.58. The contract has a term of 365 calendar days. The committee awarded the contract to the lowest responsive bidder (City Engineering Contractors, Inc.) at the bid amount until the awarded contractor acquires a performance bond.	Khaled (Sam) Al-Said
6/10/2013	E-6155	Award Contract	Approved	Procurement Awards Committee. Refurbish thermoplastic traffic stripes and markings. This contract has renewal options. There were nine bids, all found responsive. Project budgetary ceiling amount \$250,000.00; contractor's bid \$119,644.35. The contractor confirmed the unit prices in writing. The unit prices were consistently low. The estimate consisted of averages of local prices. The contract has a term of 365 calendar days. The team managing this contract tracks the actual usage on a spreadsheet and makes adjustments to the estimated amounts needed for future contracts. The planned quantity should be as close as possible to the used quantity on a contract. The committee awarded the contract to the lowest responsive bidder (Amroad LLC) at the budgetary ceiling amount until the awarded contractor acquires a performance bond.	Khaled (Sam) Al-Said
6/10/2013	ITB-DOT-12/13-6130SD	Final Selection	Approved	Procurement Awards Committee. Procurement of parts for Addco dynamic message signs (DMSs) for the District Six Transportation Management Center (TMC). This is the second time this procurement was bid. The advertisement was posted for sixteen days in the Vendor Bid System (VBS) and was delivered to 271 vendors. Also the advertisement was sent directly to the vendor who provides the parts. There was one bid, which was found responsive. Contractor's bid \$13,133.32. The contract has a term of 36 months. The committee awarded the contract to the lowest responsive bidder (ADDCO Acquisition).	Sergio Bravo

6/10/2013	ITB-DOT-12/13-6131SD	Final Selection	Approved	Procurement Awards Committee. Procurement of parts for Daktronics DMSs for the District Six TMC. This is the second time this procurement was bid. The advertisement was posted for sixteen days in the VBS and was delivered to 271 vendors. Also the advertisement was sent directly to the vendor who provides the parts. There was one bid, which was found responsive. Contractor's bid \$32,066. The contract has a term of 36 months. The committee awarded the contract to the lowest responsive bidder (Daktronics, Inc.).	Sergio Bravo
6/10/2013	ITB-DOT-12/13-6132SD	Final Selection	Approved	Procurement Awards Committee. Procurement of parts for Vultron DMSs for the District Six TMC. This is the second time this procurement was bid. The advertisement was posted for sixteen days in the VBS and was delivered to 271 vendors. Also the advertisement was sent directly to the vendor who provides the parts. There was one bid, which was found responsive. Contractor's bid \$12,083.70. The contract has a term of 36 months. The committee awarded the contract to the lowest responsive bidder (American Technical Fabricators).	Sergio Bravo
6/10/2013	Old Business			None	
6/10/2013	New Contract Actions			None	
6/10/2013	BDT38	Amendment	Approved	Amendment 4. Districtwide environmental compliance monitoring. Metric Engineering, Inc. Original contract amount \$200,000; current amount \$382,000; 99.5% of contract committed; requested amount \$50,000. Two year contract, executed on November 18, 2011, extended for one year, and due to expire on November 17, 2014. This amendment adds \$50,000 and raises the budgetary ceiling from \$382,000 to \$650,000 to accommodate both the \$50,000 to be encumbered at this time and the \$200,000 programmed in the District Six Consultant Acquisition Plan (CAP) for fiscal year 2013/14.	John Palenchar

6/10/2013	BDQ61	Amendment	Approved	Amendment 2 (Time Extension 1). Districtwide public information services for miscellaneous construction projects. Cunningham Group, Inc. Original contract amount \$390,000; current amount \$1,040,000; 100% of contract committed; requested amount \$50,000. Three year contract, executed on June 17, 2010, and due to expire on June 22, 2013. The amendment will extend the contract end date by six months (to December 22, 2013), raise the budgetary ceiling and add funds for transition of the construction websites and redesign of the construction websites to be consistent with the department's other websites. The contract which will replace this one started in the week of June 3. However, the Cunningham Group is familiar with the existing websites. This item was added to the agenda at the meeting.	Kathy Yeomans
6/10/2013	MIC Business/Update			None	
6/10/2013	ANR71	Time Extension	Approved	Time Extension 6. Joint participation agreement (JPA) with Miami-Dade Transit (MDT) for transit service demonstration - 79th Street MAX premium bus service. Original and current contract amount \$280,000; 75.2% of contract invoiced; no additional funds requested. Two year contract, executed on March 14, 2005, and due to expire on June 30, 2013. A one year time extension, to June 30, 2014, is requested for MDT to exhaust the funds, do final billing of the project and reconcile numbers between the state and MDT. The next invoice is expected to arrive in June 2013. This bus route currently is active.	Raymond Freeman
6/10/2013	AOP26	Time Extension	Approved	Time Extension 3. JPA with Town of Miami Lakes for transit service demonstration - Town of Miami Lakes Bus Circulator (Mover). Original and current amount \$238,375; 0% of contract invoiced; no additional funds requested. Two year contract, executed on June 17, 2007, and due to expire on June 30, 2013. A two year time extension, to June 30, 2015, is requested. The town submitted an invoice but the department rejected it because the town had not yet met the JPA's terms by having a System Safety Program Plan (SSPP) and Security Program Plan (SPP). The department worked with the town on this issue, and the SSPP and SPP were certified on May 13, 2013. The transit service is active. The town submitted a project schedule and intends to invoice for over \$50,000 soon.	Raymond Freeman

6/10/2013	AP156	Time Extension	Approved	Time Extension 5. JPA with MDT for State Transit Service Development Program funding for operating assistance for the Kendall Drive Bus Rapid Transit (Kendall Cruiser Enhanced Bus Service (EBS) between Dadeland North Metrorail Station and SW 167 Avenue). Original contract amount \$1,255,000; current amount \$2,607,200; 19.9% of contract invoiced; no additional funds requested. Two year contract, executed on June 25, 2008, and due to expire on June 30, 2013. A one year time extension, to June 30, 2014, is requested for continuation of services and processing of invoices. This bus route is active. The department received an invoice in May 2013 and MDT expects to submit another invoice in October 2013. This contract has a low 'burn rate' for its funds.	Raymond Freeman
6/10/2013	APB13	Time Extension	Approved	Time Extension 4. JPA with South Florida Regional Transportation Authority (SFRTA) for a pedestrian overpass at the NW 79th Street Tri-Rail/Metrorail Station in the City of Hialeah. Original contract amount \$1,933,602; current amount \$6,238,358; 49.7% of contract invoiced; no additional funds are requested. Contract was executed on December 31, 2008, and is due to expire on June 30, 2013. A two month time extension, to August 31, 2013, is requested for processing the work program and budget changes necessary to reallocate these funds to fiscal year 2014/15. The department will create a new project number, move the funds to the future year, close this project and re-mobilize when SFRTA is ready for this project.	Raymond Freeman
6/10/2013	APE76	Time Extension	Approved	Time Extension 4. JPA with MDT for S.R. 9A/I-95 Dade/Broward Express bus operations (to downtown Miami). Original amount \$441,246; current amount \$1,378,344; 41.47% of contract invoiced; no additional funds requested. Four year contract, executed June 26, 2009, due to expire on June 30, 2013. A one year time extension, to June 30, 2014 is requested to continue services. This transit route is active. MDT expects to submit the next invoice to the department in June 2013.	Raymond Freeman

6/10/2013	APF22	Time Extension	Approved	Time Extension 3. JPA with Miami-Dade Metropolitan Planning Organization (MPO) for State Commuter Assistance for the South Florida Vanpool Program. Original contract amount \$1,059,800; current amount \$1,234,800; 97.8% of contract invoiced; no additional funds requested. Four year contract, executed on April 22, 2009, and due to expire on June 30, 2013. A six month time extension, to December 31, 2013 is requested. Currently the district is processing an invoice for this contract.	Raymond Freeman
6/10/2013	APF46	Time Extension	Approved	Time Extension 2. JPA with City of Coral Gables for Service Development Program funding for operations, planning and marketing for Route Expansion. Original and current amount \$92,500; 0% of contract invoiced; no additional funds requested. Two year contract, executed on June 16, 2009, and due to expire on June 30, 2013. A six month time extension, to December 31, 2013, is requested to close out the project. The department rejected an invoice because the city's SSPP and SPP was non-compliant, so the city was not meeting the JPA's requirements. The city addressed all concerns and their SSPP and SPP was certified on May 9, 2013. Currently the department is processing an invoice for about \$65,000.	Raymond Freeman
6/10/2013	APF47	Time Extension	Approved	Time Extension 3. JPA with City of Coral Gables for capital grant for purchase of buses/trolleys for route expansion along Ponce de Leon up to S.R. 90/U.S. 41/SW 8 Street. Original and current contract amount \$377,641; 0% of contract invoiced; no additional funds requested. Three year contract, executed on June 16, 2009, and due to expire on June 30, 2013. A six month time extension, to December 31, 2013, is requested to close out the project. The city's SSPP and SPP was certified on May 9, 2013. The city took possession of the three new trolleys in May 2013.	Raymond Freeman

6/10/2013	APO42	Time Extension	Approved	Time Extension 3. JPA with Miami-Dade MPO to provide Federal Transit Administration (FTA) Metropolitan Planning Program (Section 5303) funding for Unified Planning Work Program (UPWP) studies. Original and current amount \$1,597,003; 84.4% of contract invoiced; no additional funds requested. Two year contract, executed on December 30, 2009, and due to expire on June 30, 2013. A six month time extension, to December 31, 2013, is requested for completion and related invoicing for the Downtown Miami Intermodal Terminal Feasibility Study (Jesus Guerra) and Transit Options to the Port of Miami Study (Wilson Fernandez). The department currently is processing an invoice for about \$98,500.	Raymond Freeman
6/10/2013	APO84	Time Extension	Approved	Time Extension 3. JPA with MDT for sidewalk - South Miami-Dade Busway Americans with Disabilities Act (ADA) upgrades. Original and current amount \$1,850,000; 9% of contract invoiced; no additional funds requested. Contract executed on June 25, 2008, and due to expire on June 30, 2013. A one year time extension, to June 30, 2014, is requested to complete final design and initiate contractor selection. MDT had taken the project to 30% design and wanted the Miami-Dade County Public Works and Waste Management Department (PWWM) to finish the design. However, PWWM does not prepare 100% design plans. The Florida Department of Transportation (FDOT) enforced the requirement for the product of the JPA. MDT agreed to hire consultants to complete the 100% plans, which MDT will submit to FDOT for review. A contractor will construct the project. PWWM will manage the project during the construction phase. No alterations or additions to the final plans will be done unless approved by FDOT. MDT should submit the next invoice in December 2013. Under the submitted project schedule, the project should be complete by November 2015.	Raymond Freeman



6/10/2013	APV92	Time Extension	Approved	Time Extension 2. JPA with MDT for acquisition and repair of a Park & Ride Lot at SW 168 Street and the South Miami-Dade Busway. Original and current amount \$700,000; 78.81% of contract invoiced; no additional funds requested. Contract executed June 30, 2010 and due to expire on June 30, 2013. A thirteen month time extension, to July 31, 2014, is requested to complete the project as per the revised schedule. MDT acquired the lot in April 2011 and expects to submit the 100% plans for the repair to FDOT for review and approval by September 2013. The next invoice should be in April 2014 and project completion in July 2014.	Raymond Freeman
6/10/2013	AQ140	Time Extension	Approved	Time Extension 2. JPA with City of Miami for Biscayne/Brickell Trolley (Mover) operating expenses. Original and current amount \$619,419; 0% of contract invoiced; no additional funds requested. Contract executed on October 26, 2010, and due to expire on June 30, 2013. A one year time extension, to June 30, 2014, is requested to continue services. The trolley route was launched in April 2012. The department rejected an invoice because the city did not have a SSPP and SPP. The city's first SSPP and SPP was certified on May 13, 2013. The city will re-submit the invoice in June 2013 and submit future invoices on a quarterly schedule.	Raymond Freeman
6/10/2013	AQ167	Time Extension	Approved	Time Extension 2. JPA with Miami-Dade MPO for FTA Section 5303 for UPWP studies for fiscal year 2010/11. Original and current contract amount \$1,578,197; 88.8% of contract invoiced; no additional funds are requested. Two year contract, executed October 11, 2010, and due to expire on June 30, 2013. A six month time extension, to December 31, 2013, is requested to complete and invoice for the Congestion Management Process study (Jesus Guerra). The MPO submitted an invoice in the week of June 3.	Raymond Freeman

6/10/2013	AQ445	Time Extension	Approved	Time Extension 1. JPA with MDT for pedestrian overpass over S.R. 5/U.S. 1/South Dixie Highway at the University Metrorail Station. Original and current amount \$1,000,000; 0% of contract invoiced; no additional funds requested. Two year contract, executed on June 2, 2011, and due to expire on June 30, 2013. A 30 month time extension, to December 31, 2015, is requested. After the project reached 60% plans in August 2012, negotiations for right of way acquisition failed between MDT and the owner of a shopping center where one of the towers for the overpass would have been located. The original location had to be changed and the new location approved. The touchdown point will be on a side street. New designs are being prepared. The first invoice should be in March 2014. MDT will use the funding under this agreement for construction of the project. The estimated completion date is September 2015.	Raymond Freeman
6/10/2013	AQ868	Time Extension	Approved	Time Extension 1. JPA with SFRTA for Opa-Locka Tri-Rail Station Park & Ride Lot additional parking. Original and current amount \$328,596; 0% of contract invoiced; no additional funds requested. Contract executed on December 31, 2008, and due to expire on June 30, 2013. A two year time extension, to June 30, 2015 is requested. The SFRTA, District Four Property Management and District Six had been coordinating a public purpose lease agreement for this parcel. It was finalized at the end of March 2013. SFRTA committed to a schedule. The final design package should be ready in March 2014.	Raymond Freeman
6/10/2013	AQH29	Time Extension	Approved	Time Extension 1. JPA with MDT for new buses for South Miami-Dade Busway. Original and current amount \$6,000,000; 0% of contract invoiced; no additional funds requested. One year contract, executed on June 1, 2012, and due to expire on June 30, 2013. A 21 month time extension, to March 31, 2015, is requested to change the scope from purchasing diesel engine buses to purchasing compressed natural gas (CNG) engine buses. CNG vehicles will cost less and have lower operating costs. The first invoice is estimated to be submitted in December 2014. The buses should be delivered by February 2015.	Raymond Freeman

6/10/2013	Locally Funded Agreements			None	
6/10/2013	CIGP			None	
6/10/2013	Construction Supplemental			None	
6/10/2013	Contract Time Extensions			Services under a contract must be completed by the end date of that contract. If the services are not complete and the end date is approaching, the department can do a time extension to allow time for services to be completed. However, if the services are complete, the contract does not have to be extended to allow time just for invoicing. Invoices can be submitted and paid after the contract end date (as long as they are invoices for services done by the end date). Don't do unnecessary paperwork for time extensions if they are not needed.	
6/10/2013	JPA Management			There is a systematic problem with the unused encumbrances for JPAs tying up District Six' (D6's) funds, sometimes for years. These funds could be used for other projects. If the other party in a JPA can't use the funds, D6 could let the agreement expire to free up the funds. Aileen Bouclé reported that the Intermodal Systems Development Office (ISDO) meets with JPA parties such as Miami-Dade Transit to request project schedules including the next expected invoice submittal and the completion date. The schedule should show activity and commitment to the project while being realistic. The goal is to close the JPAs. Debora Rivera asked why encumber all the funds if they are not needed yet? Aileen reported that one or more JPA parties wanted their funds at the start of the fiscal year (July 2013) but D6 pushed 90% of the funds to later in the year. D6 is required to program a percentage of its funds for Public Transportation Operations (PTO). Gus Pego said D6 would review how it estimates the allotments. At Debora Rivera's request, Aileen will check with Districts Four, Five and Seven to see if they handle their transit JPAs in the same way that D6 does. Those three districts have active transit programs similar to the situation in D6. Central Office also will be	
6/10/2013	Meeting Time			The meeting began at approximately 10:35 AM and ended at approximately 12:20 PM.	